

## IFB REGISTRATION FORM

**IFB OED-2014-09**

**PROVISION OF PROFESSIONAL LEGAL SERVICES**

### INSTRUCTIONS

Please fill out this IFB Registration Form and leave original at the respective office where you picked up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Ms. Tammie Wong, IFB Coordinator at (808) 832-6090.

<b>Pre-Bid Conference/ Site Visitation:</b>	<p>Friday, August 1, 2014, 9:00 a.m. Hawaii Standard Time (HST) at the HPHA Building A Conference Room, 1002 North School Street, Honolulu, Hawaii 96817.</p> <p>Teleconference arrangements may be available during the Pre-Bid Conference session upon request, please contact IFB Coordinator no later than 3:00 p.m. on Thursday, July 31, 2014 to request for arrangements.</p> <p>Site visitation is not applicable to this solicitation.</p>
<b>Bid Offer Form Due Date:</b>	<p>Due no later than 3:00 p.m. HST on Monday, August 18, 2014 at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, Hawaii 96817.</p>
<b>Bid Opening:</b>	<p><b>Monday August 18, 2014</b>      3:15 p.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.</p>
<div style="text-align: right; margin-bottom: 10px;">Date: _____</div> <div> <b>Company:</b> _____  <b>Address:</b> _____    <b>Phone #:</b> _____ <b>Cell #:</b> _____  <b>Fax #:</b> _____  <b>Contact Person:</b> _____ </div>	

*Signature of Person Picking Up Packet*

### REQUIRED CERTIFICATIONS:

The following must be submitted with the bid offer form:

- |                                                                               |                                                                       |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Certificate of Compliance DLIR #27        | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing |
| <input checked="" type="checkbox"/> Corporate Resolution of Authorized Signer |                                                                       |

The following must be submitted prior to execution of contract:

- |                                                              |                                                                     |
|--------------------------------------------------------------|---------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Certificate of Insurance | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____                        |                                                                     |